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To: School District Superintendents

From: Janet Sterling, Director  
School Fiscal Services Division

Subject: 2001-02 Administrator-Teacher Ratio Calculation

Enclosed please find the following documents: Form R-2, 2001-02 Employee Ratio Summary Certification Document; Instructions for 2001-02 Employee Ratio Summary Certification Document; Employee Classification Examples; and Administrator-Teacher Ratio Compliance Assessment, Step-by-Step Procedures. These materials will be used to determine and report the 2001-02 administrator-teacher ratio of your school district. Form R-2 will record personnel in positions requiring certification who were on the district payroll **as of October 3, 2001**. The instructions and classification examples will be used to categorize certificated staff members as teaching, pupil services, or administrative employees. The self-assessment procedures will allow the district to monitor its status with respect to the maximum allowable number of administrators.

**Form R-2 must be completed by all school districts. The original and one copy are due in the county office of education on or before January 18, 2002.** Although all districts must submit Form R-2, small districts with no more than one full-time equivalent (FTE) administrator are exempt from penalties associated with excessive administrator-teacher ratios.

Districts may again choose to use the California Basic Educational Data System (CBEDS) Professional Assignment Information Form (PAIF) as a source for the requested staffing information. To utilize the PAIF as a source document the district must perform the following steps:

1. Sum FTEs by professional assignment codes grouped as follows:
  - a. Certificated Administrative FTE  
Professional assignment codes 0100-0199 and 0300-0330, excluding 0108, 0114, 0304, and 0501. Include 0108, 0114, 0304, and 0501 with the Pupil Services FTE.
  - b. Exempt Administrative FTE  
Determine the FTE of the Administrators paid from Federal Funds (this amount is no longer available from CBEDS).
  - c. Teacher FTE  
Professional assignment codes 1001-6999.

- d. Pupil Services FTE  
Professional assignment codes 0200-0228, 0400-0409, 0108, 0114, 0304 and 0501.
2. Adjust the above CBEDS totals to include personnel on the district payroll in positions requiring certification but who are not required to complete the PAIF. This includes adult education teachers and administrators, child development staff (excluding child care permit employees), and regional occupational program personnel.
3. Review the administrative FTE (particularly PAIF codes 0303, 0324, 0325, 0105, 0110, 0156, and 0159) to ensure that teachers released from the classroom for instructional preparation including curriculum development, mentor teacher duties (all mentors regardless of funding source), or department chairing (PAIF codes 2359, 2459, 2539, 2549, 2749, 2897, 3009, and codes ending with 99) have not been reported in the administrator classification on Form R-2.
4. Review assignment code 0104 to ensure that the FTE does not include business managers whose position cannot require certification qualifications (*Education Code* Section 44069).
5. Review the administrative FTE to ensure that all the FTE are in positions that require a credential by law or local action. Those positions that do not require a credentialed employee are to be considered classified and should not be reported.
6. Review the administrative FTE to ensure that the total does not include an FTE attributable to administrative duties performed in addition to an employee's regular full-time assignment. In other words, if the duties in excess of the employee's regular full-time assignment are administrative, the FTE attributable to those administrative duties should not be included.
7. Remove the FTEs employed in a charter school but included in the school district's staffing total.

In general, please be aware that the CBEDS PAIF is suggested only as a means of assisting in the categorization of employees. Should the CBEDS assignment conflict with a categorization based on duties actually performed (see definitions in Specific Instructions, 2001-02 Employee Ratio Summary Certification Document enclosed with this letter), then the duty performed should prevail in the designation of that employee.

Should the number of administrators in the district exceed the allowance established by *Education Code* Section 41402, please be aware that the State Board of Education (SBE) will maintain the following policy regarding requests to waive the associated penalty:

1. The SBE requires that all districts make every effort to comply with the applicable administrator-teacher ratio.

2. With each waiver request the SBE asks that the applicant district present:

- a concise statement of the reasons for the violation of the administrator-teacher ratio. Pursuant to Section 33051 of the *Education Code*, the SBE will deny the waiver request if: 1) the educational needs of the pupils are not adequately addressed, and 2) pupil or school personnel protections are jeopardized; and
- a plan for achieving compliance with the requirements of the ratio in forthcoming years so that no future waivers will be necessary.

The SBE will consider failure to include these items with requests to waive the administrator-teacher ratio penalty as incomplete requests and grounds for denial of the waiver.

Please direct questions related to the completion of the Form R-2 and the implementation of *Education Code* sections 41400-41407 to Richard Zeiszler at (916) 324-4533 or by e-mail ([rzeiszle@cde.ca.gov](mailto:rzeiszle@cde.ca.gov)).

JS:rz